

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za.
<u>CLOSING DATE</u>	:	21 August 2024
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). N.B. Applicants are advised to apply as early as possible to avoid disappointments. ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 24 dated 05 July 2024, the posts of Clinical Manager (Medical) Grade 1 (X2 Posts) (For Mapulaneng Hospital: Ehlanzeni District and Witbank TB Hospital: Nkangala District) with Ref No: MPDoH/July/24/201, the posts have been withdrawn.

OTHER POSTS

<u>POST 28/117</u>	:	<u>MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/AUG/24/206</u>
<u>SALARY</u>	:	R1 253 415 - R1 348 635 per annum
<u>CENTRE</u>	:	Pharmaceutical Depot, Middelburg
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current registration with South African Pharmacy Council (SAPC) (2024). Minimum of eleven (11) years appropriate experience after registration as a Pharmacist with the SAPC (Internship and Community Service excluded). Knowledge of Provincial and National Health policies, procedures and delegation pertaining to pharmacist, including essential drug list standard treatment guidelines and districts health system plan. Innovative, analytical thinking coupled with commitment to service excellence based on sound ethical principles. Ability to initiate, co-ordinate, manage and sustain the programme through interactive approach. Appropriately theoretical and clinical

knowledge. Sound organization, planning and decision-making abilities. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. Valid driver's licence.

DUTIES

: Ensure proper selection and procurement of drugs and surgical items. Ensure rational use of drugs. Develop a hospital medicine formula. Supervision of pharmacy interns and pharmacy support personnel. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Administrative duties and record keeping, including stock control and assisting with budget. Attendance and feedback of allocated meetings. Develop and manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Programme Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock Visibility systems. Manage human and financial resources.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 28/118

: **DENTIST GRADE 1 REF NO: MPDOH/AUG/24/207**

**SALARY
CENTRE
REQUIREMENTS**

: R921 906 – R1 021 911 per annum
: Carolina Hospital (Gert Sibande District)
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist (2024). A valid work permit will be required from non-South Africans. SA Qualified employee - No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee - Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence.

DUTIES

: Render clinical dental services at all health facilities in the district, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS.

ENQUIRIES

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POST 28/119 : **ASSISTANT MANAGER NURSING (PN-B4): MENTAL HEALTH REF NO: MPDOH/AUG/24/208**

SALARY : R715 977 – R818 643 per annum
CENTRE : Ehlanzeni District Office, Mbombela
REQUIREMENTS : Senior Certificate / Grade 12 plus basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Psychiatric Nursing Science. Diploma in Nursing Management and Administration will be an added advantage. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (03) years of the period referred to above must be appropriate / recognisable experience in the coordination of mental health services at sub district level. Demonstrate knowledge and understanding nursing legislation, mental health legislations and related legal and ethical practices, PFMA and public service act and regulations. Knowledge of national mental health policy framework and strategic plans, Mpumalanga mental health strategy and action plan, the guidelines for licensing mental health NGOs, and ideal clinic/hospital realization & maintenance framework. Must be computer literacy and have a valid driver's license. Good communication, interpersonal, financial, and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem-solving skills. Able to plan and organize own work. Strategic planning, project management and policy analysis. Valid driver's licence.

DUTIES : Train and support PHC clinicians in ensuring sustained integration of community psychiatric services, promote access and provision of quality mental health services as directed by the policies, norms and standards, guidelines, and protocol. Participate and support the auditing of health facilities, substance abuse treatment centers and mental health NGOs. Develop a mental health operational plan for the district. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Participate in the district strategic meetings and reviews. Assess the quality of community mental health and psychiatric services within the sub-district and develop a quality improvement plan. Establish referral pathways at all levels of care and liaise with district, regional and tertiary hospitals in cluster. Establish and maintain constructive working relationships with key stakeholders. Maintain professional growth and ethical standards and development of self and coworkers. Develop and submit reports and statistics as required. Participate in mental health promotions and prevention activities. Ensure effective utilization of human, material, and financial resource, perform any other duties delegated by supervisor.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 28/120 : **OPERATIONAL MANAGER NURSING (PN-B3): OPD REF NO: MPDOH/AUG/24/209**

SALARY : R656 964 – R748 683 per annum
CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in OPD Nursing Science. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in OPD Nursing Science after obtaining the 1 year post basic OPD Nursing Science qualification. Experience and knowledge of

the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in OPD Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identity develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

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POST 28/121 : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: MPDOH/AUG/24/210**

SALARY CENTRE REQUIREMENTS : R545 262 – R605 550 per annum
 : Themba Hospital (Ehlanzeni District)
 : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2024). A minimum of three (3) years appropriate experience in profession after registration with the Health Profession Council of South Africa (HPCSA) as independent practice (where applicable) in respect of employees who performed Community Service, as a required in SA. Foreign Qualified employees: four (4) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

DUTIES : Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure

correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

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POST 28/122 : **PROFESSIONAL NURSE GRADE (PN-B1): PAEDIATRIC REF NO: MPDOH/AUG/24/211**

SALARY : R451 533 – R530 376 per annum
CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2024), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Paediatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Paediatric Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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POST 28/123 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/AUG/24/212**

SALARY : R451 533 – R530 376 per annum
CENTRE : Themba Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2024), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care

services in the in Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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POST 28/124 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/AUG/24/214 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R250 947 – R282 921 per annum
 : Bernice Samuel Hospital (Nkangala District)
 : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2024). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.

DUTIES : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.

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PROVINCIAL TREASURY

APPLICATIONS : Applications must be submitted by email to: mptrecruitment@mpg.gov.za. Applications must be sent on pdf format (maximum size: 5MB) and indicate on email subject: Name of post and post reference number

CLOSING DATE : 23 August 2024

NOTE : Applications must include completed and signed New Z83 form (effective 1 January 2021) obtainable from any Public Service Department or from the DPSA website and a detailed CV Only. Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's licence and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates. Please note the Following: The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote representivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply. All appointments will be subjected to a personnel suitability check process not limited to the following: - (criminal record, credit record, qualification verification, citizenship, employment reference and social media). It is the applicant's responsibility to have foreign qualifications

evaluated by the South African Qualifications Authority (SAQA). Successful candidates will be required to enter into a performance agreement. All Senior Management Service (SMS) and Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. Applicants who have previously submitted their applications are encouraged to apply. Shortlisted candidates may be required to undergo skills assessment where necessary. Appointment of Senior Management post will be subject to successful completion of the Senior Management Pre-Entry Programme offered by the National School of Government. The full details can be sourced from the following link: https://www.thensg.gov.za/training-course/sms_pre-entry_programme. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000). No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted. The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

OTHER POSTS

- POST 28/125** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: MPT 01/2024**
(Re-Advertisement)
Directorate: Interlinked Financial Systems
- SALARY** : R1 003 890 per annum (Level 12) (all-inclusive remuneration package)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 6) in Security Management/Policing with 5 to 7 years working experience in the field of security environment preferably in the public sector. A minimum of 3 years proven experience at junior management level. Professional registration with PSIRA Grade A. SSA Security management advisory course/ added advantage. No criminal record or any case/s pending. A valid driver's license. Skills and Competencies: Knowledge in security organisation and administration, physical security, personnel security, information security and ICT security. Knowledge and skill of investigation processes. Knowledge of Public Service Regulatory Framework. Project management skills, risk assessment and mitigation. Effective communication skills (written and verbal) at all levels. Report writing and presentation skills, planning, organisational relationship, conflict management and leadership skills. Detection, analytical thinking and decision-making abilities.
- DUTIES** : Implement physical security in line with the MPSS, MISS and security legislations throughout the department. Draft, review and implement security policies and procedures in line with MISS and other relevant and applicable security legislation and regulations. Provide guidelines on implementing an effective classification system for the department in line with MISS. Conduct security awareness workshops and campaigns. Conduct security assessments in all Provincial Treasury facilities. Follow-up on assessment to ensure recommendations from previous assessment are being implemented. Coordinate vetting of all vetting forms, all security clearance for the Provincial Treasury to and from State Security Agency (SSA). Ensure standardized access control are implemented and reported on from Provincial Treasury offices. Investigations on security breaches conducted. Ensure investigations are coordinated in all reported cases of security breach incidents. Manage all control room operations to safeguard the department's assets; Manage administrative and related functions; and supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Manage human and financial resources.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

<u>POST 28/126</u>	:	<u>DEPUTY DIRECTOR: NORMS AND STANDARDS REF NO: MPT 02/2024</u> Directorate: Norms and Standards
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 003 890 per annum (Level 12), all-inclusive remuneration package Mbombela A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Internal Auditing/Risk Management/Auditing/Financial Management/Public Finance Management. A minimum of 3 years' functional work experience in an internal controls or compliance environment at junior management level. A valid driver's license. Skills and Competencies: Good Communication skills (verbal and written), conflict management, project management, leadership, coordinating, risk assessment, negotiation skills, presentation skills, problem-solving, planning and organizing, competency in Microsoft Office Suite (Excel, Word and PowerPoint), Report writing and Analytical skills. Good people management and supervisory skills. Sound knowledge of internal controls.
<u>DUTIES</u>	:	Responsibilities: Assess and Monitor compliance with financial management prescripts. Assess and monitor compliance with financial delegations' prescripts. Analyse, review and issue analysis reports on the content and completeness of audit action plans for Departments, Public Entities and Municipalities. Review feedback reports on compliance with information management prescripts. Review feedback reports on compliance with reporting requirements for Public Entities. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/127</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL INTERNAL AUDIT REF NO: MPT 03/2024</u> Directorate: Provincial Internal Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 003 890 per annum (Level 12), all-inclusive remuneration package Mbombela A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Internal Audit/ Accounting/ Cost and Management Accounting. A Certified Internal Auditor (CIA) will be added as an advantage. A minimum of 3 years' functional work experience in Internal Audit at junior management level. A valid driver's licence. Skills and Competencies: Knowledge of Internal Audit Standards. Customer relationship management. PFMA, Public Service Act, MFMA and Treasury Regulations. Business Report writing skills, Analytical thinking, communication (Verbal and Written), Interpersonal conflict and problem solving.
<u>DUTIES</u>	:	Manage the Provincial Internal Audit Unit in the Provincial Treasury. Evaluate internal audit plans of Departments, Public Entities and Municipalities and provide recommendations for improvement where necessary. Attend Audit Committee meetings in the province, evaluate the effectiveness of these Committees and provide recommendations to Accounting Officers and Accounting Authorities. Facilitate the induction of newly appointed Audit Committee members. Perform internal Quality Assurance Reviews on the internal audit activities and compile reports on the findings to Departments, Public Entities and Municipalities. Facilitate the Internal Audit Forum and training sessions for Departments, Public Entities and Municipalities. The incumbent must have knowledge of all relevant acts in the Public Sector as well as the Standards issued by the Institute of Internal Auditors. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/128</u>	:	<u>ADMIN SUPPORT AND COORDINATION REF NO: MPT 04/2024</u> Office of the MEC
<u>SALARY CENTRE REQUIREMENTS</u>	:	R849 702 per annum (Level 11) Mbombela A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Public Administration/ Public Management/Public Affairs/Business Management with a minimum of 3 years' functional experience in administration at a junior management level. A valid driver's license. Skills and Competencies: Competency in Microsoft Office Suite (Advanced Excel, Word,

- PowerPoint). Report writing and presentation skills, sound analytical and problem-solving skills. Excellent interpersonal skills and customer relations. Knowledge of the PFMA. Ability to apply technical and professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure. Ability to plan effectively and efficiently.
- DUTIES** : Ensure co-ordination of programmes between the Office of the MEC and the Department. Provide and supervise administrative support, including registry support services, driver/messenger services and food aid services in the Office of the MEC. Liaise with departmental stakeholders. Manage filing system in the Office of the MEC. Provide logistical support for meetings. Manage human and financial resources.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/129** : **ASSISTANT DIRECTOR: OFFICE OF THE HEAD PROVINCIAL TREASURY REF NO: MPT 05/2024**
Office of the Head Provincial Treasury
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)
: Mbombela
: A minimum of National Diploma (NQF Level 6) in Management Assistant/Public Administration/Business Management with a minimum of 3 years functional experience in administration. A valid driver's license. Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Report writing and presentation skills. Sound analytical and problem-solving skills. Excellent interpersonal skills and customer relations. Knowledge of PFMA, Treasury Regulations and other applicable prescripts. Ability to work under pressure. Planning and organising skills. Ability to maintain confidentiality. Be flexible to work extended hours.
- DUTIES** : Ensure effective and efficient management of Office of the Head: Provincial Treasury. Provide administrative support. Ensure proper management of confidential documents and maintain filing system in the Office of the Head: Provincial Treasury. Manage correspondence and document flow. Manage the diary of the Head: Provincial Treasury. Manage official trips and accommodation requirements of the Head: Provincial Treasury. Serve as secretariat in Head: Provincial Treasury meetings/workshops and record proceedings. Arrange logistics for meetings of the Head: Provincial Treasury. Manage human resources and assets in the Office of the Head: Provincial Treasury.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/130** : **ASSISTANT DIRECTOR: MEDIA MONITORING AND LIAISON REF NO: MPT 06/2024**
Directorate: Communication
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)
: Mbombela
: A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 07) in Media Studies or Journalism, with 3 years' work experience in a media or communications environment. A valid driver's license. Skills and Competencies: Knowledge of government communications. Understanding of Public Finance Management Act (PFMA) and prescripts relevant to communication. Strong digital and social media management skills; Ability to conceptualize and implement communication campaigns. Good interpersonal skills. Strong organisational, planning and problem-solving skills. Good writing skills. Computer literacy. Ability and willingness to work under pressure, extra hours, travel and work outside the office.
- DUTIES** : Contribute to the development and implementation of departmental integrated communication strategies, policies and plans. Develop, implement and report on media engagement plans. Manage and update media database. Conceptualize and edit editorial content such as media briefing documents, key messages, statements, news stories and social media captions. Provide media monitoring service and compile reports and news media clips. Manage media relations. Support and participate in media activities. Assist with photography services. Assist with the management of social media accounts.

Assist with language support, including editing of communication and marketing products. Manage risk and human and financial resources for the sub-directorate. Compile monthly/quarterly performance reports.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/131 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPT 07/2024**
Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Mbombela
: A minimum of National Diploma (NQF Level 6) in Public Administration/ Public Management/Public Affairs/Archives and Records Management with a minimum of 3 years' experience in records management or auxiliary services. A certificate in Archives and Records Management will be an added advantage. A valid driver's license. Skills and Competencies: Knowledge of Public Service Act and Regulations, Minimum Information Security Standards, Protection of Information Act, Public Finance Management Act, Occupational Health and Safety Act, National Archives and Standards Act. Good communication skills, financial management skills, Problem solving and interpersonal skills, good planning and organizing skills, report writing skills and time management.

DUTIES : Manage and ensure effective records management services. Manage and provide registry counter services. Manage auxiliary services. Supervise the handling of incoming and outgoing correspondences. Supervise daily operations and ensure effective use of office machines in relation to the registry function. Manage the processing of documents for archiving. Manage human and financial resources allocated to the unit.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/132 : **SENIOR DATA TECHNOLOGIST: CYBERSECURITY AND CLOUD SERVICES ADMINISTRATOR REF NO: MPT 08/2024**
Directorate: Information Technology

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Mbombela
: A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science in/with Software Development, with a minimum of 3 years Cybersecurity and/or Cloud Services Administration experience in the Microsoft 365 with Azure Security, Compliance and Identity Administration Certification. Valid driver's license. Skills and Competencies: Good communication, analytical and interpersonal skills. Good client relations. Advanced experience in Active Directory Architecture. Advanced experience in Active Directory Infrastructure. Experience with development and implementation of Active Directory security concepts and IT Security Solutions in Azure. Advanced Network Knowledge. Expert experience in Azure automation.

DUTIES : Adoption and Implementation of the Cyber Security Strategy and Frameworks. Cyber Security Administration. Conduct audits, create and enforce security policies and ensure the province is compliant with all cybersecurity regulations. Implementation of IT Architectures in Azure. Support of IT Architectures in Azure, cloud operations analysis, Identity and Access Management and Administration. Assist the Departments in the execution of security logs management, monitoring, security analysis, event Correlation, vulnerability management, Impact analysis, incident and problem management. Threat hunting, threat and baseline detection analysis and root cause analysis. Manage human and financial resources.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 766 4138/4386/4435/4478/4446

POST 28/133 : **SENIOR DATA TECHNOLOGIST: IT SERVICE DESK REF NO: MPT 09/2024**
Directorate: Information Technology

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Mbombela
: A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science in/with Software Development and

a minimum of 3 years IT End-User Support and Helpdesk Management System experience. Certificate in A+, N+. Certificate in ITIL V3 Foundation and/or ITSM will be an added advantage. A valid driver's license. Skills and Competencies: Knowledge and Comprehensive understanding of IT Support Frameworks and standards, Good communication skills. Strong technical knowledge of computer systems, software, and networks. IT Security compliance analysis and monitoring, good troubleshooting skills. Business process analysis and improvement, innovative, problem solving, good interpersonal, conflict management and report writing skills. Project management. People management and customer relations.

DUTIES : Manage day-to-day operations of the IT helpdesk. Develop and maintain IT Service Policy Standards and procedures. Manage IT End-User support team. Implement and Improve IT Process flows. Conduct end-user vulnerability risk assessments, develop and implement risk action plans. Oversee the resolution of first line support tickets via phone and in-person. Compile and analyse IT helpdesk performance reports. Monitor and ensure compliance to service standards. Coordinate the resolution of complex tickets with other IT teams. Develop and maintain technical documentation and knowledge base. Research and maintain upkeep with industry standards and emerging technologies. Attend to escalated calls. Ensure compliance to IT Governance Frameworks and regulations. Monitor SLA and MoU compliance. Liaise with Internal and External clients (end-users, Service Providers and/or Departments. Manage human and financial resources.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/134 : **ASSISTANT DIRECTOR: NORMS AND STANDARDS REF NO: MPT 10/2024**
Directorate: Norms and Standard

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Mbombela
: A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Internal Auditing/Risk Management/Auditing/Financial Management/Public Finance Management. A minimum of 3 years' functional work experience in an internal control or compliance environment. A valid driver's license. Skills and Competencies: Good Communication skills (verbal and written), conflict management, project management, leadership, coordinating, risk assessment, negotiation skills, presentation skills, problem solving, planning and organizing, competency in Microsoft Office Suite (Excel, Word and PowerPoint), Report writing and Analytical skills. Sound knowledge of internal controls.

DUTIES : Asses and monitor compliance with financial management prescripts. Assess and monitor compliance with financial delegations' prescripts. Analyze, review and issue analysis reports on the content and completeness of audit action plans for Departments, Public Entities and Municipalities. Compile feedback reports on compliance with information management prescripts. Compile feedback reports on compliance with reporting requirements for Public Entities. Manage human and financial resources.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/135 : **ASSISTANT DIRECTOR: BUSINESS SYSTEMS ANALYST REF NO: MPT 11/2024**
Directorate: Interlinked Financial Systems

SALARY CENTRE REQUIREMENTS : R552 081 per annum (Level 10)
: Mbombela
: A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Business Administration/ Accounting/ Computer Systems Engineering/ Information Technology in Business Systems/ Information and Communication Technology with a minimum of three (3) years' functional work experience in systems environment. A valid driver's license. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking report writing,

<u>DUTIES</u>	:	analytical, numerical, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Provide assessment of institutions/departments and come up with business solutions to institutions 'operations. Analyse financial reports, market research and operating procedures, strategize ideas to improve business operations. Engage institutions executives and other stakeholders to provide solutions based on the analysis. Gather and analyse data for potential business expansion. Identify specific business opportunities. Influence stakeholders to support business projects. Coordinate project management for selected projects. Coordinate with different departmental teams to produce better business outcomes. Test business processes and recommend improvements. Provide business support to the Provincial Administration through utilization of Transversal Systems. Plan, coordinate, organize human and technological resources of the province in order to operate, support and monitor the effective and efficient use of transversal systems to maximize production. Coordinate training and information provision in order to give support to Provincial Departments for effective and efficient use of the systems in their daily activities. Providing support to the Provincial Departments by assisting them in obtaining management information through the use of systems. Compile standard policies and procedure manuals for internal security profiles and control deviations. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/136</u>	:	<u>DATA TECHNOLOGIST: CYBERSECURITY AND CLOUD SERVICES</u> <u>SUPPORT REF NO: MPT 12/2024</u> Directorate: Information Technology
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of a National Diploma (NQF Level 06) in Information Technology with a minimum of 2 years of experience in Cybersecurity and/or Cloud Services. Basic knowledge of Microsoft 365 and Azure Security, Compliance and Identity Administration. A valid driver's license. Skills and Competencies: Good communication, analytical, and interpersonal skills. Good client relations. Basic experience in Active Directory Architecture. Basic experience in Active Directory Infrastructure. Understanding of Active Directory security concepts and IT Security Solutions in Azure. Fundamental network knowledge. Familiarity with Azure automation.
<u>DUTIES</u>	:	Support the adoption and implementation of the Cyber Security Strategy and Frameworks. Assist with cybersecurity administration tasks. Help conduct audits, create and enforce security policies, ensuring compliance with all cybersecurity regulations. Assist in the implementation and support of IT architectures in Azure. Perform cloud operations analysis and identity and access administration tasks. Support cyber defense SIEM administration tasks. Provide general assistance and support to the Cybersecurity and Cloud Services Administrator in daily activities.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/137</u>	:	<u>DATA TECHNOLOGIST: IT SERVICE DESK (X3 POSTS)</u> Directorate: Information Technology
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Bushbuckridge Ref No: MPT 13/2024 Evander Ref No: MPT 14/2024 KwaMhlanga Ref No: MPT 15/2024
<u>REQUIREMENTS</u>	:	A minimum of a National Diploma (NQF Level 06) in Information Technology, with a minimum of 2 years end-user experience in Information Technology environment. Certificate in A+, N+. Knowledge of ITIL V3 Foundation will be an added advantage. A valid driver's license. Skills and Competencies: Good communication and Interpersonal skills. Good customer relations. System development skills. Time management skills. Analytical skills. Knowledge in IT support services, desktop/hardware platforms, Windows OS, M365, Microsoft Office 365 and Apple iOS. Must be knowledgeable in the functions of a service/helpdesk environment.

- DUTIES** : Provide end-user support services with regard to online services, PC hardware and software support, including diagnoses and repairs. Log and attend to calls. System development and process modernization. Participate in the implementation and report on IT and related projects. Provide dedicated IT support services on online, desktop, mobile and virtual environments. Ensure monitoring of service SLA's and MoU's for the desktop, mobile and video solutions in the IT environment.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/138** : **INTERNAL AUDIT REF NO: MPT 17/2024**
Directorate: Internal Audit
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Internal Auditing/Risk Management. Internal Audit Technician (IAT) professional qualification will be an added advantage. A minimum of 2 years' working experience in the Internal Audit environment. Valid driver's license. Skills and Competencies: Knowledge Public Finance Management Act (PFMA) Treasury Regulations. Ability to apply concepts in audit assignments; King (IV) Report on Corporate Governance, Internal audit frameworks and methodologies, Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors, (IIA). Skills: Planning and organizing, Communication (written and verbal), Computer Literacy, Leadership, Interpersonal skills, Teammate Enterprise. Ability to work with minimal supervision.
- DUTIES** : Conduct internal audit engagements in accordance to approved audit program within the allocated timeframe. Complete working papers adhering to the requirements of the Internal Audit Methodology. Raise audit findings on areas of concern relating to weaknesses in controls, risk management and governance and provide recommendations for improvements. Assess management action plans and monitor implementation thereof.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/139** : **SENIOR STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: MPT 18/2024**
Office of the Chief Financial Officer
- SALARY** : R376 413 per annum (Level 08)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Supply Chain Management /Financial Management. A minimum of 3 years working experience in Asset Management environment. A valid driver's license. Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and Procedures, Asset Management Framework. Knowledge on BAS and LOGIS systems. Financial Management skills, Good communication skills (verbal and written) Good Presentation skills and Excellent Interpersonal relations skills. Knowledge of Computer Literacy (MS Word, MS Excel, and PowerPoint).
- DUTIES** : Verify the existence of assets. Ensure barcoding of new assets. Ensure that all movements of assets are updated. Ensure that the asset register is updated regularly. Update and maintain the asset and leased registers on a weekly basis. Ensure that correct economic classifications are used on BAS. Update inventory list. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Report lost assets, conduct internal investigation on losses and ensure that proper compliance. Verify the existence of Finance Leases and prepare monthly reconciliation between BAS and amortization tables versus the Finance Leases register. Determine a disposal strategy for redundant, obsolete and unserviceable assets. Ensure effective control over the safekeeping, utilization and maintenance of departmental assets. Keep appropriate records and maintain systems to produce accurate and reliable inputs for the Interim and Annual Financial Statements. Supervise staff.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

- POST 28/140** : **SENIOR PROCUREMENT OFFICER REF NO: MPT 19/2024**
Directorate: Provincial Supply Chain Management
- SALARY** : R376 413 per annum
CENTRE : Evander
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Supply Chain Management/Financial Management/Public Administration/Public Affairs/Public Management. A minimum of 3 years' experience in a Supply Chain Management environment. A valid driver's license. Skills and Competencies: Knowledge of PFMA and related regulations and prescripts. Competency in Microsoft Office Suite (Excel and Word). Good Communication Skills (verbal and written) and Interpersonal Skills. Planning and organizing skills.
- DUTIES** : Render advisory services to prospective bidders. Issuing of bid documents/bulletins. Closing of bid documents. Stamping, registering and sorting of received bid documents. Ensure availability of tender documents and bulletins. Ensure transportation of closed bid documents to and from head Office/Regional Office and satellite Offices. Registering suppliers on the Central Supplier Database. Supervise staff and compile monthly reports.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/141** : **SUPPORT OFFICER: BAS REF NO: MPT 16/2024**
Directorate: Interlinked Financial Systems
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 6) in Financial Management/Supply Chain Management. A minimum of 2 years' functional work experience in BAS. A valid driver's license. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking report writing, analytical, Networking, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).
- DUTIES** : Provide business support to the Provincial Administration through the utilization of Basic Accounting System (BAS). Render support services to all provincial BAS System users. Facilitate forum meetings. Conduct users' workshops. Monitor and support departments on Basic Accounting System (BAS). Perform systems controller's functions. Provide capacity building on Standard Chart of Account (SCOA). Monitoring compliance and enforcement of prescribed legislation, policies and guidelines relating to all procedures. Provide support to Provincial Departments by assisting them in obtaining management information through the use of systems. Compile standard policies and procedure manuals for internal security profiles and control deviations.
- ENQUIRIES** : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
- POST 28/142** : **PROCUREMENT OFFICER REF NO: MPT 20/2024**
Office of the Chief Financial Officer
- SALARY** : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Supply Chain Management /Financial Management/Public Administration/Public Affairs/Public Management. A minimum of 2 years working experience in Supply Chain Management environment. A valid driver's license. Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and Procedures, Asset Management Framework. Knowledge on BAS and LOGIS systems. Financial Management skills, good communication skills (verbal and written) Good Presentation skills and Excellent Interpersonal relations skills. Knowledge of Computer Literacy (MS Word, MS Excel, and PowerPoint).
- DUTIES** : Verify and capture source documents and place the order with the supplier. Ensure that goods are received, recorded and stored. Distribute goods in terms

of specific handling requirements. Allocate item identification numbers for commodities, implement inventory techniques, determine stock levels, and maintain stock records. Conduct stock-take. Utilise LOGIS for provisioning, procurement, stock control and reporting. Filing and safeguarding of documents and maintain file documentation register.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/143 : **ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: MPT 21/2024**
Sub Directorate: Compliance Monitoring

SALARY : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Risk Management/ Internal Audit. Minimum of 2 years' experience in risk management. Valid driver's license. Skills and Competencies: Knowledge of Public Financial Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations, Public Service Act and Risk Management. Communication (verbal and written), computer literacy, time management, analytical, interpersonal, and report writing skills. Ability to plan and organise.

DUTIES : Assist in communicating the Risk Management Framework to all stakeholders in the department. Assist in the coordination of risk analysis/identification and mitigation processes. Assisting management with risk assessment and development of response strategies (Risk Action Plan). Assist in monitoring the implementation of the response strategies. Assist in collating, aggregating, interpreting and analyzing the results of risk assessment to extract risk intelligence. Assist in compiling risk management reports to top management, Risk and Ethics Committee and Audit Committee. Assist in conducting risk management training and awareness. Provide administrative support to the unit.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/144 : **STATE ACCOUNTANT: BOOKKEEPING REF NO: MPT 22/2024**
Office of the Chief Financial Officer
(Re-advertisement)

SALARY : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Accounting/Finance/ Financial Management with a minimum of 2 years' experience in financial management. A valid driver's license. Skills and Competencies: Knowledge of Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations and related prescripts. Computer literacy. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills. Knowledge of PERSAL and BAS system will be an added advantage.

DUTIES : Clearing of Suspense and Control Account. Compilation of journals. Monitoring of departmental cash flow. Administer departmental debtors. Management of Departmental System (BAS). Perform administration support services.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/145 : **COMMUNICATION OFFICER: COMMUNITY AND INTRA-DEPARTMENTAL LIAISON REF NO: MPT 23/2024**
Directorate: Communication

SALARY : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Communication/Public Relations. A minimum of 2 years' experience in events and internal communication. A valid driver's license. Skills and Competencies: Understanding of Public Finance Management Act (PFMA) and government communication, Good interpersonal, Computer Literacy, Communication Skills (written and verbal), and Problem Solving skills.

DUTIES : Implement communications strategy, policies and plans for programmes. Coordinate and facilitate all internal and external events, such as outreach programmes, media briefings, seminars, transversal workshops and

		stakeholder engagement programmes. Update departmental stakeholder database. Participate in exhibitions. Assist with content and management of internal communications platforms and channels such as notice boards and intranet. Write or contribute articles to publications. Perform basic administrative duties related to the responsibility as and when required.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/146</u>	:	<u>ADMINISTRATION OFFICER REF NO: MPT 24/2024</u> Sub Directorate: Auxiliary Services
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of National Diploma (NQF Level 06) in Public Administration/Public Affairs/Public Management. A certificate in Archives and Records Management will be an added advantage. A minimum of 2 years' experience in records management or auxiliary services. A valid driver's license. Skills and Competencies: Knowledge of legislative frameworks governing records management. Knowledge of registry operations. Must have good verbal and written communication skills, problem solving skills, interpersonal relations, computer literacy, report writing, planning and organizing skills.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondences. Render effective filing and records management services. Supervise the operations and operate office machines in relation to the registry function. Supervise the processing of documents for archiving. Supervise staff.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/147</u>	:	<u>CLEANER (X2 POSTS)</u> Sub Directorate: Auxiliary Services
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Head Office Ref No: MPT 25/2024 Mbombela Square Ref No: MPT 26/2024
<u>REQUIREMENTS</u>	:	A minimum of Grade Ten (10) or National Certificate (Vocational) Level 2. Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.
<u>DUTIES</u>	:	Maintain a high level of hygiene in the workplace. Perform tasks of a routine nature such as dusting working environment, polishing furniture, vacuuming carpets and mopping the floors, removal of waste and preventing littering; and cleaning bathrooms, kitchen, boardrooms and passages. Serve refreshments in boardrooms as and when requested. Keep and maintain cleaning materials and equipment.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446
<u>POST 28/148</u>	:	<u>DRIVER/MESSENGER REF NO: MPT 28/ 2024</u> Office of the MEC
<u>SALARY</u>	:	R183 279 per annum (Level 04)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of grade 12 or National Certificate (Vocational) Level 4. A valid driver's license. Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Willing to work extended hours. Ability to maintain confidentiality. Ability to work under pressure. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Collect and deliver a wide variety of materials including mail and packages, sorting incoming/outgoing mail and prepare mail for delivery as required, keep records of items received and or delivered and transport officials to and from required destinations for official purposes only.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446

POST 28/149 : **FOOD SERVICE AIDE REF NO: MPT 27/ 2024**
Office of the MEC

SALARY : R131 265 per annum (Level 02)
CENTRE : Mbombela
REQUIREMENTS : A minimum of NQF level 1 or 2 (Abet Level 2 certificate). Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours.

DUITES : Provide food aid services in the Office of the MEC, clean kitchen utensils and equipment. Provide catering support services; keep stock of kitchen utensils and equipment. Apply hygiene and safety measures, maintain quality control measures of all food provided, removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks), setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages. Responsible for food supplies and report waste and losses.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/4435/4478/4446